

RTC Support Services Position Description



POSITION DETAILS

Position Title:	Residential Ministry Intern
Job Type:	Pastoral Care
Hours of work	Flexible, averaging 8 hours per week.
Reports to:	Operations Manager
Award	Compensated via reduced accommodation, utilities, and superannuation.
Date of appointment	February 2025

POSITION REQUIREMENTS

1. QUALIFICATIONS

- Active and reputable member of a local church.
- Must live on-site.
- Desirable – exploring or interested in vocational Christian ministry or theological study.
- Must hold a current Working With Children's Check.
- Role is subject to a police check prior to appointment.

2. PERSONAL ATTRIBUTES

- High standard of personal presentation.
- Good organisational skills.
- Exercises good emotional intelligence.
- Able to respond well to feedback and demonstrates a commitment to continuous improvement.
- Must be a team player and able to work independently.
- Excellent communication skills.
- Be culturally sensitive.
- Demonstrated committed to the Christian character and ethos of our workplace.

3. MAIN DUTIES

A = Accountable D = Delegable R = Responsible				
Classification	Task Category	A	D	R
Resident Engagement	Foster a welcoming, Christian-based community culture.	X		
	Help residents connect and build a sense of belonging.	X		
	Greet new residents, introduce facilities, and share community expectations.			X
Residence Operations	Monitor facility conditions to ensure safety and high-quality service.			X
	Report maintenance issues via internal systems.			X
	Be available on-call for urgent resident needs.			X
Pastoral Care and Ministry	Provide spiritual and emotional support to university student residents.			X
	Organise Bible studies, prayer sessions, and other devotional activities as agreed with manager.			X
Personal Training and Discipleship	Complete The Way online discipleship course.			X
	Engage in monthly mentoring sessions with assigned mentor for personal and spiritual formation.			X
	Read the Bible in one year, with guidance from assigned mentor.			X

4. OH&S

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others who may be affected by their acts or omissions
- Cooperate with anything the employer requires to comply with OH&S requirements
- Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace for OH&S

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Employee Signature

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Date

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Employer Signature

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Date